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DD/M&S 74-2802

31 JUL 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, ISAS
Chief, CIA Historical Staff
Director [redacted]

STATINTL

SUBJECT : Management Conferences - FY 1975

REFERENCES : A. Multiple Adse memo dtd 13 May 74 fr DD/M&S;
same subject (DD/M&S 74-1551)

B. Memo dtd 15 May 74 to DD/M&S Planning Officers
fr C/DDM&S/Plans Staff; same subject
(DD/M&S 74-1753)

1. Reference A includes a statement on Mr. Brownman's decision to hold quarterly rather than bimonthly management conferences in FY 1975. Reference B presented a schedule for such quarterly conferences.

2. I have discussed with most of you my decision to continue with bimonthly management conferences in FY 1975 as we have done in FY 1974. Let me summarize why I believe a continuation of bimonthly conferences will be of mutual benefit. Tracking the objectives developed for the Directorate MBO system on a bimonthly basis helps maintain manager discipline, interest, motivation and momentum. In addition to monitoring the longer term objectives, the conferences offer an excellent opportunity to track operational activity in pursuit of short term objectives. The conferences offer us a frequent opportunity for continuing professional dialogue. There is need for continuing the transfer of knowledge, information and communication between the Deputy Director and his key Office managers; bimonthly conferences will facilitate these transfers. Bimonthly conferences also offer us the chance to surface and explore longer range planning issues, issues of immediate concern, and problems which we can solve jointly.

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3. At a minimum, conference attendees from the major Offices will include the Office Director, his principal Deputy, and the Office's senior planning officer.

4. The DD/M&S Plans Staff will continue to raise issues and present questions which will appear on the agenda of upcoming conferences. As principal line managers you are responsible for keeping us aware of new issues and potential problems. Therefore, it is expected that each of you will also raise issues and problems for discussion at these conferences, and will reflect them in the status report submitted prior to each session. In order for each of you to receive the agenda several days before a conference and have time to prepare a response to the issues raised by this Office, please submit your bimonthly status report to the DD/M&S Plans Staff eight (8) working days prior to a scheduled conference. Attached is a new schedule for the FY 1975 conferences.

5. In addition to management conferences, I feel there is a need for monthly reviews of the Directorate budget execution process. I will elaborate on this and issue a schedule within the next month.

[Redacted] STATINTL

John F. Blake
Associate Deputy Director
for
Management and Services

Attachment:
FY 1975 Management Conference Schedule